

To: Port Alberni Advisory Planning Commission

Ken McRae (Chair)	Chief Councillor Cynthia Dick (Tseshah First Nation)
John Douglas (Vice-Chair)	Chris Washington - (SD #70)
Amy Anaka	Sgt. Clive Seabrook, (R.C.M.P. Liaison)
Jim Tatoosh (Hupacasath First Nation)	Rick Newberry (P.A.F.D. Liaison)
Stefanie Weber	Rob Gaudreault (Parks Liaison)
Callan Noye	Councillor Deb Haggard (Council Liaison)
Ed Francoeur	

From: Katelyn McDougall, Manager of Planning

Copy: Councillor Helen Poon - (Alternate - Council Liaison)
Larry Ransom - (Alternate - School District #70)
Sgt. Peter Dione – (Alternate – R.C.M.P. Liaison)
Steven Tatoosh (Alternate – Hupacasath First Nation)
Darren Mead-Miller (Alternate – Tseshah First Nation)
Cara Foden – Planning Technician
Clerks: Davina Hartwell, City Clerk; Tanis Feltrin/Sara Darling

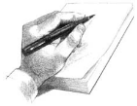
Date: February 14, 2020

Re: Advisory Planning Commission Meeting
Thursday, February 20, 2020 at 12:00 pm in the Committee Room at City Hall

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, February 20, 2020** at 12:00 pm in the Committee Room at City Hall. If you have any questions or are unable to attend please contact Katelyn McDougall at 250-720-2808 or Cara Foden at 250.720.2850 (voice mail available).

AGENDA

- 1. Acknowledgements** - This APC meeting is being held within the un-ceded traditional territories of the Hupacasath and the Tseshah (č išaa?ath) First Nations
- 2. Minutes** of the January 16, 2020 meeting of the Advisory Planning Commission.
- 3. DEVELOPMENT APPLICATION:** Zoning Bylaw Amendment
5859 River Road
A portion of Lot A, Section 10, Alberni District, Plan VIP25034 (PID:002-861-526)
Applicant: S. Allen
- 4. Tips for Media Interactions** – Communications Manager
- 5. Update on Current Projects** – Manager of Planning
- 6. Other business**
- 7. Adjournment** - The next APC meeting is proposed to be rescheduled for **March 26, 2020**.



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on January 16, 2020
in the Committee Room at City Hall, at 12:00 p.m.)**

Commission Members Present

John Douglas (Vice-Chair)
Amy Anaka
Chris Washington, S.D.70 Liaison
Callan Noye
Stefanie Weber
Ed Francoeur
Councillor Deb Haggard, Council Liaison
Sgt. Clive Seabrook, R.C.M.P. Liaison
Rick Newberry, P.A.F.D. Liaison

Guests

Members of the Public: None
W. Gysi - Applicant

Staff

Katelyn McDougall, Manager of Planning
Cara Foden, Planning Technician

Regrets

Cynthia Dick, Tseshah (č išaa?ath) F.N.
Jim Tatoosh, Hupačasath F.N.
Ken McRae (Chair)
Rob Gaudreault, Parks Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshah F.N.)



- 1. Acknowledgements and Introductions** – Vice-Chair, John Douglas spoke to acknowledge that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.

Tim Pley (CAO) briefly joined the meeting to welcome new members and to thank all APC members for the valuable service they provide as an advisory body to Mayor and Council. Following the CAO's welcome introductions were made around the room for the benefit of new members and the applicant in attendance, Mr. Gysi.

- 2. Election of APC Chair and Vice-Chair for 2020**
Chair – Ken McRae was elected Chair by acclamation
Vice-Chair – John Douglas was elected Vice-Chair by acclamation

- 3. MINUTES - Adoption of December 19, 2019 Minutes**

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the December 19, 2019 regular meeting.

(Washington / Anaka) CARRIED

- 4. Orientation Package for APC Members**

- The Manager of Planning presented an orientation package reviewing the Advisory Planning Commission role, responsibilities, Conflict of Interest and other policies/bylaws relevant to land use planning.

- Members thanked the Manager of Planning for the Orientation package and presentation.
- Members noted that First Nation representatives are rarely able to attend due to busy schedules and that their input was valuable when available.
- If it continues to be difficult to engage a quorum for meetings the possibility of increasing membership numbers will be reviewed in March.
- A Media policy for committee members was discussed. The Manager of Planning will look into whether or not there is an existing City policy specific to city committee members. It was noted that APC members wishing to comment on land use issues are free to do so as individuals however APC members should not endeavor to represent the Advisory Planning Commission and should defer questions to the Chair or to the Manager of Planning.

5. DEVELOPMENT APPLICATION: Development Variance Permit

5473 Greenard Street - Parcel W, District Lot 112, Alberni District, Plan VIP43267 (Being a consolidation of Lots 112 and 113, See CA7741623) PID: 030-896-207

Applicant: W. Gysi

- The Manager of Planning summarized the report to the APC dated January 9, 2020.
- The APC discussed the application as follows:
 - The Fire Department liaison and the RCMP liaison expressed they had no objections to the Variance.
 - There were questions regarding the existing, non-conforming structures. The applicant responded by explaining that the structures had been grandfathered with a City boundary expansion. He also clarified the site plan with respect to the location of the proposed new roof and the location of the existing structures on the property.
 - It was noted that repairing the structures that currently exist would not require a Variance if they are replicated and reconstructed in the same location on an existing foundation. New structures need to conform to the current bylaw requirements or obtain a Variance. In this case a Variance is requested because the roof will be considered a new structure and will need new concrete post footings.
 - There is no encroachment of the neighbouring residence onto the subject property. The aerial photo used in the report map is a web capture as the City does not have recent, high resolution imagery for that area of the city and the image used is low resolution, provincial imagery.
 - Front Yard vs Rear Yard was clarified. (Front Yard is the shortest property line with street frontage(lanes are not streets))

Motions:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*

Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Rear Yard, from 9.0 m to 4.57 m, a variance of 4.43 m, for the property located at 5473 Greenard Street and legally described as Parcel W, District Lot 112, Alberni District, Plan VIP43267 (PID: 030-896-207).

2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 99 for 5473 Greenard Street.*

(Washington / Francoeur) CARRIED

6. UPDATE:

The Manager of Planning summarized what has been happening since the last APC meeting:

- **Short Term Rental Accommodations** – VIU interns' report was presented to Council and staff were given Council's direction.
- **Beautification of 3rd Ave** – Manager of Planning is working with a Consultant and the Director of Public Works on a report that will come to Council on Jan 27th
- **Relocation of Recycled Building** – Staff are reviewing the Building Bylaw
- **Housing Needs Assessment** – RFP being developed for the project
- **Development Permit Application** – Alberni Mall

- Next APC meeting
 - Current development applications
 - Draft Cannabis Cultivation Bylaw and Policy

- Status update on current projects.
- Former Arrowview Hotel still under demolition
- No Building Permit application received yet for Anderson Hill multi-family development
- Chris Washington gave an update regarding the businesses in the Uptown Southport area.
- As the School District 70 representative, Chris Washington reported that there is a need for childcare spaces in the Alberni Valley.

7. OTHER BUSINESS

- None

8. **ADJOURNMENT** – The meeting adjourned at 1:00 p.m. The next regular meeting is rescheduled for **Thursday, February 20, 2020.**

(Douglas / Washington) CARRIED

Davina Hartwell - City Clerk

John Douglas – Vice-Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: February 14, 2020

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment

5859 River Road

A portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526)

Applicant: S. Allen

Issue

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 5859 River Road.

Background

An application has been made to amend the Zoning Bylaw to rezone a portion of 5859 River Road (the 'subject property'), in order to facilitate a lot line adjustment through a subdivision application. No increase in the number of lots is proposed.

The subject properties are two parcels of land located at 5847 River Road (occupied by a single family residence) and 5859 River Road (vacant parcel). The owner wishes to adjust the lot line between the two parcels in order to preserve the existing driveway at 5847 River Road that encroaches on 5859 River Road. An adjustment of the lot line between the two properties would shift the lot line, increasing the frontage at 5847 River Road, to ensure that the entire driveway would be contained on that property. In so doing it would decrease the frontage at 5859 River Road to the extent that the subject property would not conform to the current requirements of the 'RR2 Semi Rural Residential' zone.

In order to facilitate the lot line adjustment, the applicant is requesting that a portion of the subject property be rezoned to 'R1 Single Family Residential' zone.

Official Community Plan (OCP) and Zoning Bylaw designations

- a) The subject property, is currently designated '**Residential**' on the Official Community Plan Schedule A – Land Use Map. The property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. No amendments are required.

- b) The subject property, is currently zoned '**RR2 Semi Rural Residential**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to 'R1 Single Family Residential' zone.

Discussion

Zoning:

The property at 5859 River Road is an irregularly shaped, but roughly rectangular, lot with frontage along the Somass River. The parcel is divided into two pieces by Highway No. 4 (River Road) and has an average frontage along River Road of 20.94 m (68.7 ft). The total area is $\pm 1010 \text{ m}^2$ (10,872 ft^2). The existing lot is non-conforming as it does not meet the current frontage requirement (23 m), or minimum area requirement $\pm 1160 \text{ m}^2$ (12,487 ft^2), for the 'RR2 Semi Rural Residential' zone. The adjacent lot at 5847 River Road is also zoned RR2 and is non-conforming as well having only $\pm 20.95 \text{ m}$ frontage.

The R1 zone requires a minimum frontage of 15 metres (49.2 ft.) and a minimum lot area of 600 m^2 (6,458 ft^2). The proposed zoning amendment for a portion of 5859 River Road would facilitate a lot line adjustment thereby shifting the property at 5847 River Road into conformity with the existing RR2 zone. No change to zoning is requested, or required, for the adjacent parcel at 5847 River Rd.

The proposed adjustment to the property line would allow for the subject property to conform to the lower minimum frontage and area requirements of the R1 zone as shown in the table below.

Property	Existing Frontage RR2 Req's 23 m	Existing Area RR2 Req's 1160 m^2	Proposed Frontage	Proposed Area
Subject Property 5859 River Rd	20.95 m	$\pm 1010 \text{ m}^2$	$\pm 17.6 \text{ m}$ R1 Requires 15 m	$\pm 836 \text{ m}^2$ R1 Requires 600 m^2
Adjacent parcel 5847 River Rd	20.95 m	$\pm 1,443 \text{ m}^2$	$\pm 23.35 \text{ m}$ Meets RR2	$\pm 1645 \text{ m}^2$ Meets RR2

Surrounding Area

The low lying area adjacent to the Somass River and Highway No. 4 is predominately residential in nature, but does contain a mix of residential and commercial uses. The highway corridor is a main artery for traffic within the city and services traffic to the west coast of the island as well as the outlying communities in the Alberni Clayoquot Regional District.

The immediately adjacent properties are larger, low density, residential parcels interspersed with Bed and Breakfast and Guest House operations. Clutesi Marina and Naasegaard Farm and Market are popular and well used commercial destinations to the east and River Bend Convenience Store is located a short distance to the west.

Service Infrastructure

Water: There is a water main located on River Rd/Hwy 4. According to the City's records, the City installed a connection in 1970. The installation was prior to application and has not paid for. Due to the age of the infrastructure the water service connection will need to be recertified and the connection fees paid.

Sewer: A sanitary sewer pipe is located to the north of the subject properties and services the adjacent properties along River Rd. The sewer flows from the north west to south east along the rear of the subject properties. The pipeline is located in SRW 2841.

Storm: There are catchbasins and catchment drain located on River Rd/Hwy 4 adjacent to the site.

The capability of the existing infrastructure will need to be proven out by the applicant's engineer and approved by the City Engineering department. The detailed issues and costs regarding servicing requirements will be specified during the subdivision process and included in a Subdivision Preliminary Layout Review letter to the applicant.

Floodplain

Port Alberni is vulnerable to tsunami inundation, as illustrated by the 1964 tidal wave generated by a powerful earthquake in Alaska. The OCP has reflected this hazard in the land use designations by identifying a "tsunami inundation zone" below the 6.0m contour line.

Both the subject property and adjacent property have an approximate elevation of 3.1 m G.S.C.

Council Policy (Section D, 1.4 in OCP)

1. *The City will maintain and update as necessary the Tsunami Floodplain Management Strategy which shall address such issues as:*
 - *the Emergency Measures Plan;*
 - *a tsunami warning system;*
 - *potential evacuation routes;*
 - *flood control infrastructure;*
 - *development and land use regulations for the 6m contour areas identified within the tsunami hazard area on Map 2; and*
 - *regulating the storage and security of petroleum products, chemicals or hazardous goods in those areas identified within the tsunami hazard area on Map 2.*

To protect against the loss and to minimize property damage associated with flooding events the Council encourages agricultural, park and open space recreational uses of flood susceptible lands. Where floodable lands are required for development, the construction and siting of buildings and manufactured homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be flood proofed to those standards specified by the City of Port Alberni Floodplain Bylaw.

The City's Floodplain Bylaw encompasses the neighbourhood and places restrictions on building and storage at elevations below 3.65 m G.S.C.

Referrals

Agency/department	Comments
RCMP	No objections
PARKS	Director – Interests unaffected by the Bylaw.
BUILDING	The building department has no technical issue with the rezoning.

ENGINEERING	No comments received to date.
FIRE	No comments received to date.
Hupacasath First Nation	No comments received to date.
Tseshaht First Nation	No comments received to date.
FORTIS	No conflicts with gas.
BC Hydro	Approved. Interests unaffected by the Bylaw
Shaw Cable	The Zoning Bylaw amendment for 5859 River Rd will not affect the Shaw services
TELUS	TELUS has no objections to the subdivision attached.
CANADA POST	No comments received to date.
Department of Fisheries and Oceans	At this time, the Fish and Fish Habitat Protection Program will not be participating in the Zoning Bylaw amendment for 5859 River Rd.
Min. Transportations and Infrastructure	MoTI does not object to the proposed rezoning. This response is not to be construed as subdivision approval.

Conclusions

In considering the Zoning amendment, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The R1 - Single Family Residential zone allows for slightly greater density while maintaining a single family residential character. The permitted uses in the R1 zone are identical to uses permitted in the RR2 zone. Although the proposed zoning allows for a smaller lot size and thus an increase in density, a lot line adjustment will not increase the number of existing, developable lots. The proposed subdivision meets the strategic goal of a livable and sustainable community. The Official Community Plan is supportive of encouraging infill development.

The proposed zoning and subdivision are compatible with the character of the neighbourhood and the Planning Department supports the zoning amendment to the R1 zone.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation on a portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526) located at 5859 River from ‘RR2 – Semi Rural Residential’ to ‘R1 – Single Family Residential’.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption*

of the bylaw:

- a. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,



Cara Foden, Planning Technician

Reviewed by,

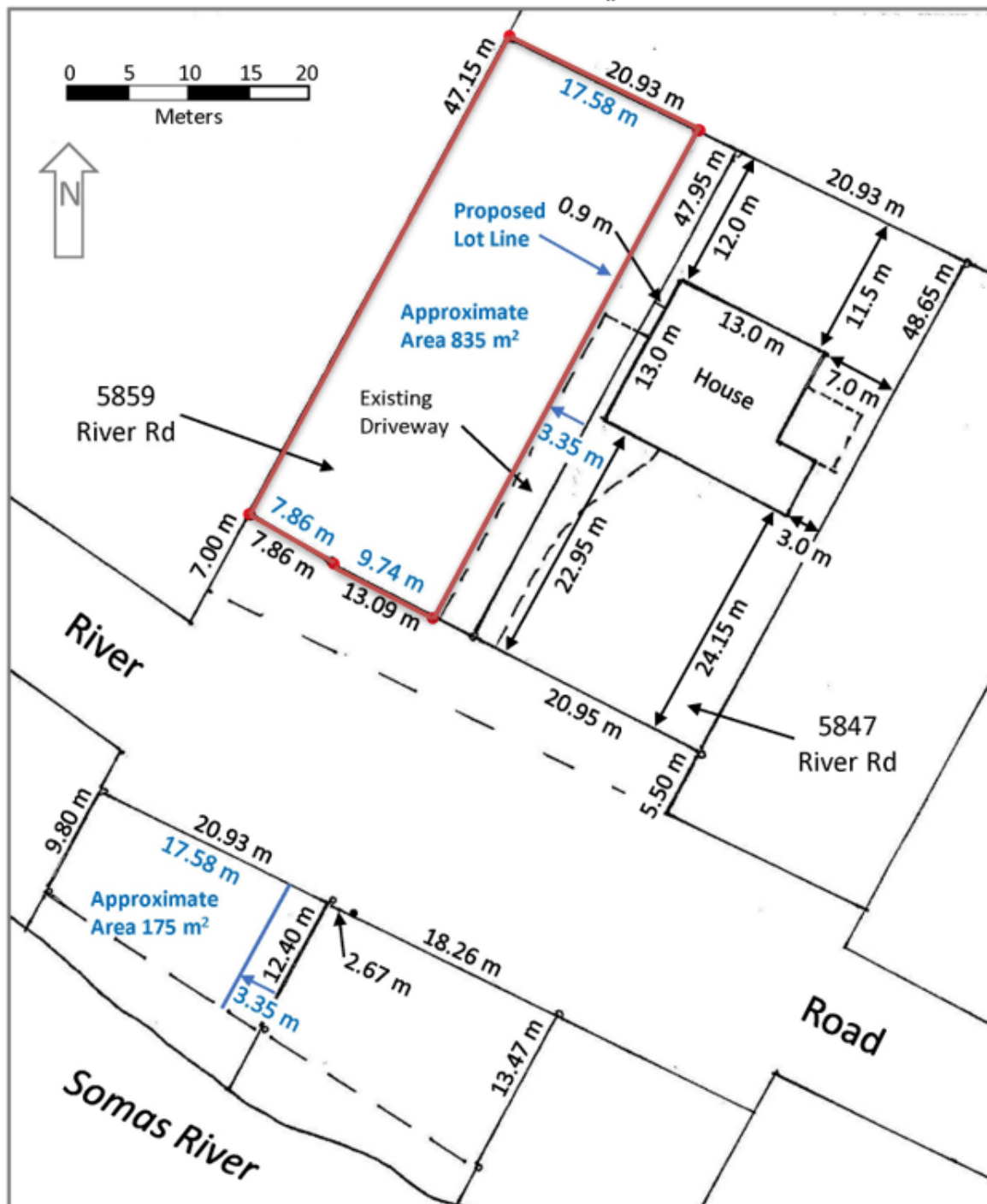


Katelyn McDougall, M.Urb
Manager of Planning

SUBJECT PROPERTY – 5859 RIVER ROAD



Proposed subdivision and area to be rezoned outlined in red:



5859 and 5847 River Road

Proposed R1 Rezoning - Lot Line Adjustment - Scaled Site Plan



5859 and 5847 River Road Photo – Lot Frontage

Approximate location of current lot line in **Red**.
Proposed boundary adjustment in **Blue**.

APPLICANT'S RATIONALE:

Zoning Bylaw Amendment – Supporting Information Note

Robert and Elaine Allen own the properties located at 5847 and 5859 River Road. Their family home is located at 5847 River Road, the adjacent lot (5859) is vacant land.

The Allen's are an elderly couple both in their mid 80's who have recently experienced a health setback and therefore have begun to consider establishing additional in-home care support services and the possibility of a housing transition in the future.

In order to facilitate their plans the Allen's intend to sell the vacant property (5859) adjacent to their home. Although the lots have separate legal titles and the vacant lot could be sold as it is, the current driveway servicing their home is not in an optimal location as it straddles the property line between the two lots. The Allen's would prefer to proactively address the driveway access (location) prior to selling the vacant lot.

The Allen's existing home is a small rancher with easy access and is quite manageable with regard to its size and is therefore suitable for them to remain for some time yet until health and mobility circumstances dictate otherwise.

The family initially evaluated modifying the location of the existing driveway so that it was totally contained within the lot with their home at 5847. This would involve removing the existing pavement, building up a small portion of the driveway, cutting new access into the sidewalk, modifying the front yard and landscaping, removing a couple of trees and repaving.

Although possible, the works involved with moving the driveway are considered to be quite disruptive especially for Mr. Allen since familiarity with surroundings is fairly important to enable gracefully aging in place.

This application for rezoning the vacant lot at 5859 from RR2 Semi Rural Residential to R1 Single Family Residential is to facilitate moving the property line between the two lots 11 feet (3.35 m) north-west so to encapsulate the existing driveway into lot 5847 with the existing home. There is no further change of use intention.

Given the current RR2 zoning requirements for road frontage, it is our understanding that the requested boundary line adjustment could not be completed without rezoning the vacant lot (5859) to R1. It is also our understanding that the requested lot line adjustment would result in 5859 River Road meeting all frontage and area requirements of the R1 designation. Should rezoning be permitted, the actual boundary adjustment would be formalized through the subsequent subdivision process.

Site information is provided in the following pages.

Thank you for your consideration

Scott Allen

R1 – SINGLE FAMILY RESIDENTIAL

- 5.11 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods.

5.11. Permitted uses

1

Principal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.11. Site Development Regulations

2

Minimum Lot Area	600 m ²	6458 ft ²
Minimum Frontage	15 m	49.2 ft
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of dwelling units per lot	2	

5.11. Conditions of Use

3

- (a) Notwithstanding the provisions of 5.11.2:
 - (i) On a corner lot, the side yard by the flanking street must be not less than 3.5 metres (11.5 ft) wide.
 - (ii) For single family dwellings having no carport or attached garage and with no access to the rear or the side of the lot from a street or lane, the minimum side yard requirement shall be increased to 3 m (9.8 ft) for one side yard.
- (b) For supportive housing, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following accessory uses is permitted on any lot: bed and breakfast OR secondary suite OR supportive housing.

SERVICE CARD

WATER & SEWER SERVICE CONNECTION RECORD CARD

NOTE: Distances in meters unless otherwise shown

THIS DRAWING IS FOR CITY OF
PORT ALBERNI RECORDS ONLY.
THE CITY OF PORT ALBERNI
DOES NOT GUARANTEE THE
ACCURACY OR COMPLETENESS OF
THE INFORMATION CONTAINED
IN THE DRAWING

5859

RIVER RD

10

A

25034

HOUSE No.	STREET	D.L.	BLK.	LOT	PLAN
		STORM	WATER	SEWER	
		INSTALLATION DATE -	INSTALLATION DATE PTA	INSTALLATION DATE AUG. 1/1972	
		CONNECTION DATE -	CONNECTION DATE 1970	CONNECTION DATE -	
SIZE	mm	SIZE	mm	SIZE	mm
19	19	19	19	19	101.6
LENGTH		DISTANCE FROM MAIN TO CURB STOP - METER -		LENGTH	-
RISER		CORP. STOP		RISER	2.3
FITTING AT MAIN		CURB STOP		FITTING AT MAIN	WYE
BENDS		COUPLINGS		45° BENDS	1
DEPTH AT PROPERTY LINE		REDUCER		DEPTH AT PROPERTY LINE	1.8
DIST from D/S M.H. TO FITTING ON MAIN		SHUT OFF DEPTH		DIST from D/S M.H. TO FITTING ON MAIN	4.1
MEASURED		MEASURED		MEASURED	
		-1.6 E OF SW CORNER -CURB STOP CAPPED ON S SIDE			